A Project

entitled

An Author, Title and Subject Index to the Ohio Association of School Librarians Bulletin March, 1949 to May, 1972

by

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INTRODUCTION

> Index making [is] supposed to be a task that requires neither the light of learning nor the activity of genius. . . .
>
> Samuel Johnson (1709-84)

The instinct to make a guide to information has always been very strong in mankind.[1] Various synonyms have been used to denote these guides such as index, table, calendar, catalog, inventory, register, summary and syllabus. However, today the term used is index, from the Latin word indicare meaning to point out. That is what this Index to the Ohio Association of School Librarians Bulletin will try to do -- point out.

It will not provide information, but the Index will indicate where a multitude of data can be found in this periodical. The need for periodical indexes has been realized as long as there have been periodicals.[2] And, up until now, the school librarian could not make use of the countless pieces of information in this periodical. It is

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[1] Robert L. Collison, Index and Indexing, New York, John de Graff, 1969, p. 22.

[2] G. Norman Knight, Training in Indexing, Cambridge, M.I.T. Press, 1969, p. 100.

hoped that now, with the aid of this Index the librarian, teacher or student can find readily available articles of much reference value showing all aspects of librarianship including biographical and bibliographic material.

HISTORY OF INDEXES

> Ah me, what act that roars so loud and thunders in the index?
>
> William Shakespeare

Indexes are closely related to the table of contents found in medieval manuscripts. These were alphabetically arranged and came into use in the fifteenth century after the invention of printing. One of the earliest indexes was found in Lyndewoodes's Provinciale seu Constitutiones Angliae (1525). Similar to a table of contents the index was called "Tabula" and was written in Latin with no page references. It was arranged alphabetically. Another early example of an index was in Urbinatis Anglicae Historiae by Polydore Vergil in 1546 and 1555. This twenty-seven page index in Latin was called "Index His Tibi Lector Angliea". Although arranged alphabetically, entries under the Archbishop of Canterbury were in chronological order. Interesting to note is that after each page reference the actual line number on that page was also given.

In the eighteenth century two important indexes were produced. Cruden's Concordance in 1734 and Samuel Johnson's

Dictionary of the English Language in 1775. This century also produced the professional indexer.

One of the greatest indexes was in the seventh edition of the Encyclopaedia Britannica (1827-1842). It was a separate volume of the twenty-two volume encyclopaedia. The Chamber's Encyclopaedia followed this procedure in 1874.

In 1877, Dr. Henry B. Wheatly founded the Index Society, with the aim to provide indexes for important works that lacked them. The Society did perform valuable work and published a variety of indexes, however it failed for lack of support. At this time Dr. Wheatly wrote, What is an Index, which was the first substantial work on the subject.

Today the Society of Indexers, founded in 1957, is an active group with members in Great Britain and the United States. The Society publishes its own journal called The Indexer; presents the Wheatly Medal for the outstanding index of the year; and conducts courses in indexing. The aims of the Society are to provide a liaison with authors, editors and publishers to supply qualified indexers; to improve the standards of indexing; and to raise the status of indexers.

PERIODICAL INDEXING

> There is no [periodical] so good that it is not made better by an index. . . .
>
> Sir Edward Cook

Some of the finest and greatest indexes are in the field of periodical indexing.[3] The primary function of an index to a periodical is to indicate the location of a specific item.[4] A periodical without an index is like a country without a map.[5]

Unlike books, periodicals may often contain a wide divergence of topics. We know periodical literature is an important source of material in this age of information revolution; therefore, it is essential to have as complete and as detailed a key to periodical literature as possible.[6]

Indexing of periodicals is based on the same principles as for the indexing of books, but it involves a stricter discipline, a wider knowledge, and an unswerving consistency.[7] There are aspects of periodical indexing that call for special attention. For example not only is pagination important but it is essential in periodical indexing to include volume, number of the issue and date. Because of the spread of time in indexes of periodicals special attention must also be given by the indexer to changes in verbal usage. Adoption of new subject headings makes cross references to old terms necessary.

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[3]Collison, op. cit., p. 167.

[4]Knight, op. cit., p. 96.

[5]Ibid., p. 1.

[6]Collison, op. cit., p. 124.

[7]Ibid., p. 125.

An early periodical index was published in The Gentlemans Magazine in 1821. It was an extensive two volume index for the years 1787-1818. Although it lacked necessary references and it relied almost entirely upon one word headings from the title of the article, it was a beginning. Palmer's Index to the Times, was first produced over 100 years ago. There had been earlier attempts to index The Times and other newspapers, but all had failed to maintain regular publication.

Instead of an index to one periodical for one year, W. I. Poole introduced in the nineteenth century, the idea of one index to many periodicals covering a number of years. Many periodicals published their own indexes but often these were mere contents lists which did not attempt to analyze the contents of articles in detail or even to enter the title under a suitable subject heading. Very few of these covered more than a single year at a time.[8] In 1901, H. W. Wilson began his Readers Guide to Periodical Literature.

OASL BULLETIN INDEX

> The inclusion of an index is, of course, not enough itself. It must be a good index.
>
> The Times, 8 May, 1957. London

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[8] Ibid., p. 126.

This project was undertaken at the request of the editor, Mrs. Joyce Watson. It includes Volumes 1 through 24, March, 1949, through May, 1972.

The procedure followed for this particular index was a basic one built upon trial and error. Each article to be indexed was given a title and author card. Then the article was read thoroughly and a main subject heading card was made. Other subject headings were then added as deemed necessary. Index cards (3 x 5) were used for ease in filing. Cards were immediately put into alphabetical order.

One of the most serious problems in periodical indexing is the difficulty of alphabetizing. A word-by-word system was used here. When the same word was used in different senses those denoting persons or titles came before subjects. ALA Rules for Filing Catalog Cards was of great assistance in solving alphabetizing problems.[9]

It was important to build up a standardized list of subject headings as progress was made in order to maintain consistency. Every subject heading used is an approved Library of Congress heading.[10]

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[9]American Library Association, ALA Rules for Filing Catalog Cards, Chicago, American Library Association,

[10]U. S. Library of Congress, Catalog Division, Subject Headings Used in the Dictionary of Catalogers of the Library of Congress, Washington, Library of Congress, 1966.

USING THE INDEX

An index is a necessary implement. . . .
Thomas Fuller

In general each article is listed under its title and its author, if known, and as many subject headings applicable. Obviously there has been a detailed break down of subject headings within the field. Subject headings are indicated by capital letters. Innumerable cross references are used which will provide valuable aids in research.

The location of each article is given by volume, number of the issue, page number, and date of issue.

It should be noted that Volume 1, Number 4, December, 1949, of the OASL Bulletin cannot be located and therefore has not been included in the index. Also attention should be called to the fact that Volume 3 does not exist. An explanation of this can be found in Volume 4, Number 1, December, 1951, page 8.

Since the first step in indexing is to put oneself in the position of the user as much as possible, it is hoped that this is an index the school librarian can use. The indexer, taking pride in her work, feels this index on which she has labored to be as nearly perfect as possible.

KEY TO ABBREVIATIONS

Apr	- April
Dec	- December
Feb	- February
Ja	- January
jt. aut.	- joint author
Mar	- March
My	- May
no	- number
O	- October
Sept	- September
v	- volume

Sample entry: AUDIO-VISUAL AIDS
Books and media. Don Schroeder. v 14, no 3:11-12 O '67

Explanation: An article on the subject Audio-visual aids entitled "Books and Media," written by Don Schroeder will be found in volume 14, issue number 3, pages 11-12, October, 1967.

OHIO ASSOCIATION OF
SCHOOL LIBRARIANS BULLETIN

Author, Title and Subject Index

March, 1949 - May, 1972

AASL. See also American Association of School Librarians

AASL
ALA midwinter conference. v 2 no 1:5-6 My '51

Comments in brief. v 2 no 1:6 My '51

For the standards. v 13 no 2:9 Mar '61

Help with our bootstrap. v 10 no 4:4 O '58

Midwinter conference - ALA. v 1 no 5:3-4 Apr '50

We point with pride to: v 4 no 4:3 O '52

AASL elects Mrs. Portteus. v 24 no 1:17 Ja '72

AASL is calling you, you and you and you--yes all of us. v 6 no 2:2 Feb '54

AASL - MEMBERSHIP
AASL is calling you, you and you and you--yes all of us. v 6 no 2:2 Feb '54.

Calling all school librarians. v 2 no 1:8-9 My '51

Have you forgotten? v 6 no 3:8 My '54

Membership in the American Association of School Librarians - a professional obligation. Helen B. Lewis. v 4 no 3:3-4 Apr '52

Report of the AASL membership committee. v 2 no 1:7-8 My '51

AASL pre-conference in July. v 1 no 6:4 Sept '50

ALA. See also American Library Association

ALA
ALA headquarters started. v 13 no 2:20-21 Mar '61

Libraries and the national emergency. v 2 no 1:14 My '51

News from American Library Association. v 23 no 2:39-40 My '71

ALA CHILDREN'S SERVICES DIVISION
The Laura Ingalls Wilder award. v 1 no 3:10 My '59

ALA conference. v 15 no 2:9 My '63

ALA conference. Lois Craig. v 16 no 3:2,22 O '64

ALA conference. Beatrice N. Meyer. v 17 no 3: O '65

ALA CONFERENCES. See Library Conferences - ALA

ALA CONVENTIONS. See Library Conferences - ALA

ALA 86th annual conference. Norma Dolezal. v 19 no 3:3-4 O '67

ALA headquarters started. v 13 no 2:20-21 Mar '61

ALA issues list. v 11 no 2:13-15 Mar '59

ALA meets in Miami Beach. v 8 no 3:5-6 My '56

ALA midwinter conference. v 2 no 1:5-6 My '51

ALA midwinter conference. v 7 no 2:2 Mar '55

ALA midwinter conference. Norma Dolezal. v 19 no 2:3 My '67

ALA midwinter conference report. v 9 no 2:1,15 Mar '57

ALA midwinter meeting. v 10 no 2:4-5 Mar '58

ALA midwinter meeting. Mildred Krohn. v 11 no 2:3 Mar '59

ALA midwinter meeting. v 17 no 2 My '65

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A-V cataloging or what do I do now, mom? Mary W. Behm. v 22 no 2:53-60 My '70

AVA's can be used in the library - for the library. v 13 no 1:19 Dec '60

Abe Lincoln grows up. Sue Weisinger and Lulubelle Lincks. v 18 no 1:7-9 My '66

About ALA or on to Miami. v 14 no 2:5-7,20 My '62

Accredited out-of-state library schools. v 15 no 2: 11-12 My '63

Achievement awards . . . a challenge to us. v 10 no 4: 5 O '58

ACQUISITION
How to write to publishers for promotional material or information from the Children's Book Council, Inc. v 13 no 4:18 O '61

Across the U.S.A. Leah M. Schueren. v 6 no 2:14 Feb '54

Add a library science class to your curriculum. Kathleen Bair. v 22 no 3:16-17 O '70

Add to and correct your directory. v 6 no 1:10-11 Dec '54

Addina, membership directory, 1963. v 16 no 1:19 Ja '64

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The public library serves the teen-ager. Clark S. Lewis. v 15 no 1:15-16 Ja '63

The school library serves the teen ager. Thelma Knerr. v 15 no 1:14-15 Ja '63

Adult books for young people. v 8 no 2:5-6 Mar '56

Advance news of the OASL fall convention - October 1956. v 8 no 3:3-4 My '56

Advance news on ALA Los Angeles meeting, June 21-27, 1953. v 5 no 2:6 Feb '53

Advanced placement program in American history. Jean Tilford. v 17 no 1:14-16 Ja '65

Advanced placement program in American history. Jean Tilford. v 17 no 3: O '65

Advancing Ohio libraries - an open letter. Marjorie L. Rogers. v 16 no 3:7 O '64

Advice to a beginning librarian. Beryl Goodwin. v 13 no 4:8 O '61

Advice to the librarian. v 13 no 4:7-9 Oct '61

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Akron in-service meeting. Mary K. Biagini. v 19 no 2:25 My '67

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